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OIA-98/78

30 October 1978

MEMORANDUM FOR: NFAC Career Development Officer

SUBJECT : Career Development and Office Requirements

REFERENCE : Your Memorandum Dated 10 October 1978

1. The Office of Imagery Analysis (OIA) issued a memorandum in April 1978 which set forth our policy concerning this issue. A copy of this memorandum is attached. I would like to expand, however, on how the policy is implemented.

2. There are several formal mechanisms operating in OIA that serve to address career development. The primary mechanism is a program designed specifically for reviewing the performance and career development of each professional employee--by branch--every six months. The personal career development aspirations of each employee are discussed, as well as management's views concerning the employee's present performance, potential, and career development. Through this review, employees who would benefit from a reassignment--either within or outside the office--are identified. These people are then notified by the supervisor or career development officer, and the matter of a reassignment is discussed with them.

3. Two other mechanisms are the fitness report and the Letter of Instruction. Although these annual exercises are not primarily designed for discussing with an individual his long range career development, they do offer the opportunity for these types of discussions and are frequently used for such.

4. There are two informal avenues available for discussing an employee's career development. People are encouraged to talk to their immediate supervisor at any time regarding this issue, and they are encouraged to discuss career development with the office career development officer. The action is most often initiated by the employee, but in certain situations is initiated by the supervisor or career development officer.

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5. The reassignment of an employee must take into consideration the needs of the Office, and in almost all instances reassessments have both broadened the individual and increased the overall effectiveness of the Office. Occasionally, employees who do not appear suited for the type of analysis performed in OIA are identified, and action is taken to move those people to careers where their talents can be better used, either within or outside the Agency. Rarely does a situation arise where an employee is denied reassignment because he is indispensable in his present area of responsibility. There could on occasion, however, be temporary delays in reassignment until a suitable replacement is found to pick up the employee's substantive responsibilities.

STATINTL

[Redacted]
Deputy Director
Imagery Analysis

Attachment:
OIA Instruction No. 20-13